

**LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC WORKS**

SAN GABRIEL VALLEY TRAFFIC FORUM

**ADVANCED TRAFFIC MANAGEMENT SYSTEM
IMPROVEMENT PROJECT**

CONTRACT NO. PW 12716

PROGRESS REPORT

For December, 2003

Prepared by:



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January 19th, 2003

1. ACCOMPLISHMENTS/MILESTONES

1.1 TASKS COMPLETED & MILESTONES REACHED

None at this time.

1.2 TASKS IN-PROGRESS

Task 1 – Project Management

- SGVTF Project Web-Site
 - Developed sample web pages (e.g., Project Overview, Status, Agency Contacts, FAQ, etc.) web page layouts (e.g., look, content, color schemes, etc.), links to other pages, etc.
 - Jan '04 – County to review SGVTF web-site & establish on County servers/network
- SGVTF Meetings/Presentations
 - Contract requires up to five (5) such meetings

Item	Date	SGVTF Meetings/Presentations
1.	Nov 17, 2003	SGV TAC Monthly Meeting (Presented SGVTF project overview & IEN system overview)
2.		
3.		
4.		
5.		

Task 2 – Preliminary/Conceptual Design

- SGVTF Agency Follow-Up Interviews/Meetings
 - 12/6/03 – Conducted meeting with Caltrans
 - This sub-task is now 100 % complete
- Operational Objectives (Task 2.1) & ATMS System Needs (Task 2.2)
 - Nov '03 – County approval that both of these sub-tasks can be submitted together as one (1) report/deliverable
 - 12/8/03 – TransCore submittal of a “Draft”
 - 12/8/03 – TransCore developed presentation materials and conducted document walk-thru with County PM
 - 1/15/04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction

Task 2.3 – Operational Concept & System Requirements

- Concept-of-Operations (Task 2.3.1)
 - Reviewed other Traffic Forum deliverables on this topic
 - Developed annotated outline for internal Team review
 - Finalized (to date) Agency level definitions and “mapped” SGVTF Agencies to levels based on project findings and County insights
 - Continued to develop document, identify Agency roles and responsibilities, and develop presentation materials
 - 1/15/04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction
 - Jan'04 – TransCore submittal of a “Draft”
- ATMS User Requirements (Task 2.3.2) & ATMS Functional Requirements (Task 2.3.3)
 - County approval that both of these sub-tasks can be submitted together as one (1) report/deliverable
 - Reviewed other Traffic Forum deliverables on this topic
 - Developed annotated outline for internal Team review
 - Continued to develop document and identify ATMS user and functional requirements per Agency levels
 - Jan'04 – TransCore submittal of a “Draft”
 - Feb/Mar '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction
- Local Agency Workstation Site Requirements (Task 2.3.4)
 - Reviewed other Traffic Forum deliverables on this topic
 - Developed annotated outline for internal Team review
 - Continued to develop document and identify Agency workstation and/or facility requirements per Agency levels
 - Jan'04 – TransCore submittal of a “Draft”
 - Feb/Mar '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction

1.3 ISSUES RESOLVED IN THE MONTH

None at this time.

1.4 DOCUMENTS SUBMITTED

During this period the following documents/memos/letters were submitted to the County:

Item	Title	Version	Date
1.	SGVTF – Project Deliverable Copies & Distribution List	Memo	Dec 4, 2003
2.	SGVTF – Document Submittal Operational Objectives (Deliverable 2.1.1) ATMS System Needs (Deliverable 2.2.1)	Draft	Dec 8, 2003
3.	SGVTF – Presentation Materials Operational Objectives (Deliverable 2.1.1) ATMS System Needs (Deliverable 2.2.1)	Final	Dec 8, 2003
4.	SGVTF – Agency Contact List	To Date	Dec 11, 2003
5.	SGVTF – Progress Report (November 2003)	Final	Dec 30, 2003
6.	SGVTF – Invitation to SGVTF Stakeholder Agencies re: 1/15/04 Meeting Operational Objectives ATMS System Needs Concept-of-Operations	Memo	Dec 30, 2003

2. MEETINGS

During this period the following meetings and conference calls were conducted:

Item	Date		Description
	Meeting	Conference Call	
1.		Dec 3, 2003	Weekly Status
2.	Dec 8, 2003		SGVTF Project Meeting Operational Objectives ATMS System Needs
3.		Dec 12, 2003	Weekly Status
4.		Dec 19, 2003	Weekly Status

3. OUTSTANDING TASKS

Operational Objectives (Task 2.1) & ATMS System Needs (Task 2.2)

- 11/21/03 – Original date for submittal of a “Draft”
 - Delays are primarily due to the amount of time necessary to schedule and conduct the Agency interviews/meetings in a manner that was convenient to all participants
- 12/8/03 – TransCore submittal of the following deliverables
 - Operational Objectives (Deliverable 2.1.1)
 - ATMS System Needs (Deliverable 2.2.1)
- TBD – Deliverable Review
 - 12/15/03 – County review due (not submitted however)
 - 1/30/04 – SGVTF Agency Stakeholder review due

Concept-of-Operations (Task 2.3.1)

- 12/16/03 – Original date for submittal of a “Draft”
 - Delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
- 1/15/04 – Presentation of ConOps findings/direction to SGVTF Stakeholder Agencies
- 1/23/04 – TransCore submittal of a “Draft”

ATMS User Requirements (Task 2.3.2) & ATMS Functional Requirements (Task 2.3.3)

- 1/9/04 – Original date for submittal of a “Draft”
 - Delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
- 1/23/04 – TransCore submittal of a “Draft”
- Feb/Mar '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction

Agency Facility/System Requirements (Task 2.3.4)

- 1/9/04 – Original date for submittal of a “Draft”
 - Delays are due to the delays experienced within preceding tasks, the Holiday Season, and TransCore staff efforts to prepare for their upcoming office re-location
- 1/23/04 – TransCore submittal of a “Draft”
- Feb/Mar '04 – Meeting scheduled with SGVTF Stakeholder Agencies re: submittal of presentation materials, document walk-thru, and consensus building on project findings/direction

4. UPCOMING MILESTONES/DELIVERABLES

Sub-Regional TMC Requirements (Task 2.3.5)

- 1/26/04 – Original date for submittal of a “Draft”
- Work on this task has yet to get underway

Integration System User Requirements (Task 2.3.6) & Integration System Functional Requirements (Task 2.3.7)

- 2/17/04 – Original date for submittal of a “Draft”
- Work on this task has yet to get underway
- At this time, TransCore respectfully requests that the County approve the submittal of these two (2) tasks together as one (1) deliverable for purposes of consistency & ease-of-review

5. OTHER ISSUES

SGVTF Project Schedule

- At the County’s request, TransCore shortened the SGVTF project schedule by approx. 9-12 mos.
- Because of this, many deliverables and their associated review will be behind schedule
- Both TransCore and the County will endeavor to successfully complete the SGVTF project in the most expedient manner possible

6. TASK STATUS – OVERVIEW

Task/Deliverable	Previous est. % Complete	Current est. % Complete	Complete Date (Planned)	Completion Date (Actual)
Task 1 - Project Management	10%	15%	1/27/05	
Task 2 - Preliminary/Conceptual Design				
Operational Objectives	80%	95%	12/16/03	
ATMS System Needs	80%	95%	12/16/03	
Task 2.3 - ConOps/System Requirements				
Initial SGVTF ConOps	5%	50%	1/9/04	
ATMS User Requirements	5%	50%	2/2/04	
ATMS Functional Requirements	5%	50%	2/2/04	
Agency Facility/System Requirements	5%	50%	2/2/04	
Sub-Regional Facility/System Requirements	0%	0%	2/17/04	
Integration User Requirements	0%	0%	3/9/04	
Integration Functional Requirements	0%	0%	3/9/04	
Communications Systems Requirements	0%	0%	4/6/04	
Task 2.4 - Area Architecture/LCCS Diagram	0%	0%	5/25/04	
Task 2.5 - Alternatives Analysis				
ATMS Alternatives	0%	0%	6/28/04	
Communications Alternatives	0%	0%	6/28/04	
LCCS Alternatives	0%	0%	6/21/04	
Systems Recommendations	0%	0%	7/6/04	
Task 2.6 - Conceptual Design Report				
ATMS Conceptual Design	0%	0%	8/31/04	
Communications Conceptual Design	0%	0%	8/10/04	
LCCS Conceptual Design	0%	0%	7/13/04	
Integrated Systems Conceptual Design	0%	0%	7/13/04	
Draft Conceptual Design	0%	0%	9/15/04	
Task 2.7 - O&M Plan	0%	0%	11/3/04	
Task 2.8 - Conceptual Design Workshop	0%	0%	10/27/04	
Task 2.9 - City Concurrence	0%	0%	11/17/04	
Task 2.10 - Final Conceptual Design	0%	0%	1/27/05	